



MEMO

TO: All Staff

CC: Jessica Broussard, COO, Kali Babineaux, HR

FROM: Connie Amy, RN, DON

DATE: 01.02.19

RE: Front Door and Gate

We have been finding the front door to the Administrative trailer unlocked in the mornings. Please ensure this door remains locked after business hours and on the weekends. The only reason this door should ever be unlocked during those times is to allow a patient for admission and for visitors, then it should immediately be re-locked.

The gate is also frequently left ajar. I understand this makes it easier for staff at shift change, but it also leaves free access for anyone else to enter...or leave. Please keep the gate closed at all times.

Thank you,